

Approved

The Compass School

September 8, 2015 Meeting of the School Council Minutes

Meeting Location: The Compass School, 537 Old North Road, Kingston,
RI 02881

Date and Time of Meeting: September 8, 2015 7:00 p.m.

Members Present: Susannah Strong (SS), Heidi Vazquez (HV), Marisa
Gallagher (MG), Fritz Lanz, (FL), Rachel Axelson (RA),
Nicole Gardner (NG)

Others Present: Brandee Lapisky (BL), Sean Hevenor (SH), Amy
Henderson (AH), Hilary Downes-Fortune (HD), Elisa
Lucia (EL)

Members Absent: Polly Cuddy (PC), Paul Boisvert (PB)

Presiding Officer: SS

1. Call to Order: Susannah Strong, Council President, calls the meeting to order at 7:44 PM.

2. Roll Call

3. Adoption of Agenda

NG motions to adopt the agenda

RA seconds.

Discussion: none.

Vote to adopt the agenda.

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

1. Treasurer's Report

Treasurer Rachel Axelson met with Compass' accountant on August 12, 2015 to review the month of July 2015's bank records, balance sheet, and income statement. All records appeared to be in order.

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4. Council Meeting Minutes:

1. Discussion /vote to approve minutes from August 24, 2015 Council Meeting

(6:00pm)

MR motions to approve Council minutes for August 24, 2015 at 6:00 pm

RA seconds.

Discussion: none.

Vote to approve Council minutes for August 24, 2015 at 6:00 pm

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

2. Discussion /vote to approve minutes from August 24, 2015 Council Meeting

(7:30pm)

FL motions to approve Council minutes for August 24, 2015 at 7:30 pm

NG seconds.

Discussion: none.

Vote to approve Council minutes for August 24, 2015 Business Meeting at 7:30 pm

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

5. Accept Director's Report

6. Appointment of Council Advisors

1. Discussion/ vote to appoint Sean Hevenor as Council Advisor

HV motions to appoint Sean Hevenor as a Council Advisor

FL seconds.

Discussion: none.

Vote to appoint Sean Hevenor as a Council Advisor

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

2. Discussion/ vote to appoint Amy Henderson-Crane as Council Advisor

NG motions to appoint Amy Henderson-Crane as a Council Advisor

RA seconds.

Discussion: none.

Vote to appoint Amy Crane-Henderson as a Council Advisor

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

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3. Discussion/ vote to appoint Hilary Downes-Fortune as Council Advisor

RA motions to appoint Hilary Downes-Fortune as a Council Advisor

MR seconds.

Discussion: none.

Vote to appoint Hilary Downes-Fortune as a Council Advisor

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

7. Discussion/ vote to appoint Committee Chairs and discuss action plan for 2015-2016

school year

1. Discussion/ vote to appoint a Development Committee Chair

RA motions to appoint Amy Henderson-Crane as Development Committee Chair

MR Seconds.

Discussion: The Development Committee Chair will be the liaison between development director the committee, and council. Director suggestions for fundraising roles are listed in the Director's report. Committee will also refer to the committee's description in charter.

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

2. Discussion/ vote to appoint a Learning Committee Chair

RA motions to appoint Nicole Gardner and Hilary Downes-Fortune as Learning Committee Chairs.

FL seconds.

Discussion: This committee will begin by reviewing learning committee summary and action plan submitted to council in the spring of 2014 and review the committee's description in charter.

Vote to appoint Nicole Gardner and Hilary Downes- Fortune as Learning Committee Chair

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

3. Discussion/ vote to appoint a Physical Environment Committee Chair

HV motions to appoint Sean Hevenor as Physical Environment Committee Chair

RA seconds.

Discussion: The committee will be a liaison between the facilities manager, the committee, and the council.

Vote to appoint as Sean Hevenor as the Physical Environment Committee Chair

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

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4. Discussion/ vote to appoint a Policy Ad Hoc Committee Chair

*NG motions to appoint Heidi Vazquez as a temporary Policy Ad Hoc Committee Chair
RA seconds.*

Discussion: Heidi Vazquez will take committee chair until a community member or another council member is able to take on this position. This committee will continue to review policies not finished last year.

Vote to appoint Heidi Vazquez as a temporary Policy Ad Hoc Committee Chair

In favor: 5 Opposed: 0 Abstain: 1

Motion passes.

**5. Discussion/ vote to appoint an Ad Hoc Health, Safety, and Wellness Committee
Chair**

*HV motions to appoint Fritz Lanz as Health, Safety, and Wellness Committee Chair
RA seconds.*

Discussion: Council will discuss action plans for this committee at October's meeting.

Vote to appoint Fitz Lanz as Health, Safety, and Wellness Committee Chair

In favor: 5 Opposed: 0 Abstain: 1

Motion passes.

Committee Chairs will set the first meeting time and day and give it Susannah. Susannah will draft a letter to the community announcing enrollment committees. Teachers will be asked to speak about this at Back to School Night on September 24, 2015

8. Discussion / vote to approve audit by Jason Smith CPA

HV motions to approve audit by Jason Smith CPA.

MR seconds.

Discussion: Brandee reported that the audit went out to bid. Jason Smith was the only one to reply. He has historically done our audit and has done a satisfactory job in the past.

Vote to approve audit by Jason Smith CPA

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

**9. Discussion / vote to approve Steve Panicoff to perform the Director Review for year
2015/2016**

HV motions to approve Steve Panicoff to perform the Director Review for year 2015/2016.

NG seconds.

Approved

Discussion: Brandee reported that she recently learned that Steve Panicoff is no longer able to provide this review because of the extra training required by RIDE. Council will need to seek out other evaluators.

1. Discussion /vote to approve his fee

HV motions to table the approval of an evaluator for the director review and fee for the year 2015/2016 until council can find other evaluators.

RA seconds

Discussion:

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

10. Discuss/ vote to accept Director's recommendation of cleaning service.

HV motions to accept Director's recommendation of cleaning service

RA seconds.

Discussion: It went out to bid. Two bids came back. One bid is System Four which Compass had in the past and Clean Tech Service who is new to Compass. Facilities Manager can help Brandee supervise and communicate with staff and cleaning services. Brandee recommends System 4.

Vote to accept Director's recommendation of cleaning service

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

Fritz Lanz Leaves at 9:00

11. Discuss Salary Sustainability

Council this year will need to review teacher salary step scale and health insurance costs for the 2016-2017 school year. Due to the number of staff at or near step 10, council will need to determine revenue sources or other measures to create a sustainable plan for salary and benefits that is comparable to surrounding public districts.

12. Update on filling Community Member Council position

Some suggestions for recruiting were discusses such as asking new Development Director, reaching out to Compass Founders and drafting a Letter to Community.

13. Discuss ways of thanking Dina Mandeville and Rick Rhodes for their service and create action plan.

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Heidi will buy a card for everyone from council to sign for both of them.

14. Public Comment

Elisa Lucia asked about art curriculum.

Sean Hevenor asked about communicating with Bensonwood regarding a new building. He would like to begin the information gathering phase for a new middle school building.

SS adjourns meeting at 9:23

Compass School Director's Report

Provided By: Brandee Lapisky, M.Ed.

Submitted on: 9/3/15

Council meeting date: 9/9/15

Enrollment: The enrollment tallies below are updated as of 8/19/15.

Step Levels	Grade	Enrollment (Actual by grade)	Enrollment (Actual by step)
Explorers	K	17	34
	1	17	
Adventurers	2	19	19
Discoverers	3	19	38
	4	19	
Investigators	5	18	38
	6	20	
Navigators	7	18	36
	8	18	
Total Enrollment	K-8	165	165

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Action taken on Council-specific requests

- *Website Release*: The new Compass website, still hosted at www.compassschool.org, went live on Friday, August 28th.
 - Features: The new site features: blog posts, upcoming events, slideshows, a staff directory and more.
 - Suggestions: Staff have provided suggestions for continued development. Council and the broader community are also welcome to share suggestions by emailing Brandee who will make the edits on an ongoing basis.
 - Data: Since going live five days ago, we have had notable traffic including:
 - 243 unique visitors
 - 1,264 page views

The Broader Education Landscape

- *PARCC*: Brandee attended a workshop hosted by RIDE for school superintendents on 8/25/2015. Below are the key takeaways of that session:
 - The focus of this year is around setting a baseline. The 2014-2015 PARCC scores will not be used for school classification (with the exception of “Commended” schools).
 - The timeline for release of district-level scores is projected to be late October/early November.
 - Individual student PARCC scores will likely not be released to students/families until the spring.
 - The 2015-16 PARCC test will have only one testing window instead of two. This change hopes to reduce the amount of time spent on testing and disruptions to the calendar flow, while increasing the focus on instruction.
- *Funding Formula*
 - The districts are advocating for revisions to the funding formula that would translate to reduced per pupil funding for students attending charter schools. This legislation will be important to follow this year as its outcome may have significant implications for The Compass School budget.
 - The RI League of Charter Schools (RILCS) anticipates that Governor Raimondo will issue an Executive Order establishing a working group to review the funding formula this week.
 - RILCS is preparing to advocate on behalf of charter schools. Tim Groves, executive director, will lead this effort and will be supported by an expert consultant.
 - Brandee has invited Tim Groves, Executive Director of the RI League of Charter Schools, to the October Council meeting to provide an update on this topic and its potential impact on charters. He has accepted the invitation.

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Operations

- *Transportation*: There was a question at our last Council meeting regarding the length of our contract with Ocean State Transit. We are in year 2 of a 2 year contract. The terms/provider will be reviewed during this school year as we plan for 2016-17.
- *Modular Installation*: We have received a full timeline for the modular installation. The primary dates are noted below. Note that Council Advisor, Sean Heavenor, asserts that this timeline is not as expedited as it could be. Brandee will follow up with a conference call to the company's owner.
 - September 21: Excavation work begins
 - November 13: Triumph completes final cleaning
- *Development*: With the recent hiring of a Development Director, it is important to differentiate the roles of the Development Director, the Council Development Committee, and Co-Op.
 - Brandee's proposal for this delineation is listed below:
 - Development Director: Abby Cooper will research and apply for significant funding sources with potential revenue in the range of \$1,000 or more. These sources may include grants, sponsorship, individual donations, etc. Abby may work in concert with the Development Committee offering guidance in their efforts. There will be ongoing communication between Abby and the Development Committee.
 - Council Development Committee: The Development committee's work will be informed by Abby Cooper's guidance. For example, the Development Committee may choose to invest time in ongoing promotion of the Walkway Project. All funds raised by the Development Committee will be considered revenue for The Compass School's operating or capital budgets.
 - Co-Op: The Co-Op's efforts will be considered separate from those of the Development Director and Development Committee. For example, Co-Op may raise funds through After School Activities, the Scrip program, and the TerraCycle program, among other initiatives. Any funds raised by the Co-Op will be considered revenue for The Co-Op and will be deposited into the Co-Op bank account, which is separate from the school's.
 - Eco Fair:
 - The Eco Fair will continue as a community event run by the Co-Op.
 - Though this event is run by the Co-Op, it is unique in that it's revenue is directed to the Compass School's operating budget.
 - Brandee proposes that funds raised in excess of \$7,000 be redirected to the Co-Op.

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- For example, if the event generated \$8,210 in revenue, \$7000 would go to the Compass operating budget and the excess \$1,210 would be deposited in the Co-Op bank account.
- The Development Director may also have a role in the Eco Fair event, perhaps in soliciting sponsorship. Note that any income that the Development Director may generate would not count toward the \$7,000 threshold. These funds would be considered separate and would be directed toward the Compass School operating or capital budget.

Charter Renewal

- The charter renewal process will happen during the 2015-16 school year.
- The renewal process consists of the school's application, followed by a site visit, a review of data and finally a RIDE report with a recommendation to the Commissioner to grant or not grant charter renewal.
- The Council will have a role in the renewal process. Drew Allsopp, the Charter School Coordinator for RIDE will attend a future Council meeting to further inform Council of its responsibilities during the renewal process.
- Council members will be interviewed during the site visit. Brandee will make sample questions available to Council in a future Director's report.

Compass Community

- *New Family Orientation*: In an effort to support new families, the Co-Op requested that veteran families volunteer to mentor our new families. Thus far, the following action steps have been taken:
 - Brandee met with mentor families prior to the Ice Cream Social.
 - Mentor families reached out to their new families prior to the event.
 - Mentor families greeted new families on the day of the social and spent time during the more informal portions of the agenda answering questions about the school.
 - There are plans for ongoing communication including a menu of options that was shared at the Mentor Family Orientation on 8/24/15.
- *Ice Cream Social*: This year we utilized a new format for the Ice Cream Social. Our goal was to share more information with families about school routines, our staff, the classroom experience and ways to get involved at Compass. Families responded following the event with this feedback:
 - "We had a great time at the Ice Cream Social. I am so excited about the new year. Brandee's positive attitude and personality have brought a breath of fresh air to the school."
 - "Most organized ice cream social ever!"
 - "I like that we are using the farm lawn."
 - "Who did the posters? They are really nice!"

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- THANK YOU for a lovely event and all the hard work - fabulous effort and unified leadership from all of the staff/faculty."
- "I'm inspired and hope the new parents, actually all parents, feel the same."
- "All my kids are excited about each of their teachers."

The public is welcome to attend any meeting of The Compass School (Compass) School Council or its subcommittees. If communication assistance (readers/ interpreters/captions) or any other accommodations are needed to ensure equal participation, please contact Julie Wynsen at (401) 788-8322 at least two (2) business days prior to the meeting. Any changes in the agenda will be posted on Compass' website, Compass' principal place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

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